

# Tourist Visa to Korea Checklist

- Arrange your documents in the order according to the checklist.
- All documents should be printed or photocopied on A4-sized paper.
- Separate all the application documents for different applicants into individual sets.
- NO staples/pins/paper clips should be used on documents.

|                          | DOCUMENTS:  |
|--------------------------|---|
| <input type="checkbox"/> | <b>Visa application form</b> completed, printed out and signed by hand.   |
| <input type="checkbox"/> | Original and copy of a <b>passport</b> with at least 6 months validity beyond the validity of the visa.   |
| <input type="checkbox"/> | Passport-size colour <b>photograph</b> – can be arranged in our office.   |
| <input type="checkbox"/> | Copy of <b>Identity card</b> issued by Singapore Government (front and back).   |
| <input type="checkbox"/> | Printout of the <b>validity</b> and expiry status of a pass which can be obtained with a free SGWorkPass app (available on App Store and Google Play).  |
| <input type="checkbox"/> | One of the following: <ul style="list-style-type: none"><li>- <b>Letter</b> issued by Singapore company to verify your employment status such as designation, salary, date of hire, date and purpose of visit and that an employee bears all expenses for the trip (original and issued within recent 1 month). <b>LOC</b> (Letter of Consent) issued by MOM is required if you are LTVP / LTVP+ holder.</li><li>- If you are self-employed: latest printout of <b>ACRA business profile</b> (issued within the last month).</li><li>- If you are a student: <b>School letter</b> stating name, passport no., and student status (original and issued within recent 1 month).</li><li>- If you are unemployed:<ul style="list-style-type: none"><li>o spouse's company letter, spouse's passport (copy), and marriage certificate in English (copy)</li><li>o child's company letter, child's passport (copy), and child's birth certificate in English (copy)</li><li>o parent's company letter, parent's passport (copy), and child's birth certificate in English (copy)</li><li>o child's school letter, child's passport (copy), and child's birth certificate in English (copy)</li><li>o sibling's company letter, sibling's passport (copy), and both applicant and sibling's birth certificate in English (copy)</li></ul></li></ul> |
| <input type="checkbox"/> | Recent 3 months Singapore bank account <b>statements</b> / passbook (original and copy) / e-statements. * Credit/debit card statements will not be accepted.  |
| <input type="checkbox"/> | Completed and signed <b>Global Singapore visa order form</b>  |